



2019-2020 Manufacturing Video Competition

TEACHER COACH CHECKLIST

Use this checklist to guide your team's progress each month. You are encouraged to stay ahead of the given schedule and complete tasks as early as possible.

December
<input type="checkbox"/> 12/18/2019 – Teacher Coach Orientation
<input type="checkbox"/> Assemble team
January
<input type="checkbox"/> Review program materials with team
<input type="checkbox"/> Obtain filming equipment & editing software
<input type="checkbox"/> 1/31/2020 – Submit team media release forms
February
<input type="checkbox"/> Contact manufacturer and schedule tour dates
<input type="checkbox"/> Conduct research on manufacturer & manufacturing in CT
<input type="checkbox"/> Create preliminary storyboard (narrative, video, music) and a list of required shots
<input type="checkbox"/> Create interview questions
<input type="checkbox"/> Ask manufacturer to select appropriate interview candidates (and collect media release forms)
March
<input type="checkbox"/> Visit manufacturer & conduct filming
<input type="checkbox"/> Begin video draft
<input type="checkbox"/> Revise storyboard; gather new information/shots as necessary
April
<input type="checkbox"/> Make final edits
<input type="checkbox"/> 4/14/2020 – Submit draft to manufacturer for review
<input type="checkbox"/> 4/24/2020 – Upload final submission
May
<input type="checkbox"/> Vote!
<input type="checkbox"/> RSVP to Awards Event(s)
<input type="checkbox"/> Attend Awards Events(s)



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VIDEO SUBMISSION INSTRUCTIONS

Prior to submission, final videos must be approved by the manufacturing company. **Please send an email to education@ccat.us confirming that the video has been approved.**

Once the video has been approved, use the instructions below to submit the final version.

1. Visit <https://www.filemail.com/>.
2. Select **Send as email**.
3. Fill in the fields as indicated below:

To (email): education@ccat.us
From (email): Your email address
Subject: 2020 WSCAM Video Competition
Message: Your school name

4. Click **Add Files** and select your video file. Please upload one file in a standard video format (e.g. WMV, MOV, AVI, etc.).
5. Click **Send**.
6. The Transfer Options dialog box will pop up. Leave the default options and click **Send**.
7. Thank you for submitting your video! We will email you a confirmation after we receive your video. If you do not receive a confirmation from us within three days, please contact Thienly Nguyen at education@ccat.us or 860.282.4216